

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**BUILDING PLANS ENGINEER**

**DEFINITION**

Under supervision of the Chief Building Inspector, to review building plans and related documents including geotechnical reports, structural calculations and energy calculations to assure compliance with adopted model, California and Municipal Codes, ordinances, regulations and policies, to provide clear and concise direction in plan review comments, to assist inspectors, contractors, design professionals and the public by providing information and clarification regarding the adopted codes and their application.

**EXAMPLES OF DUTIES**

Checks building plans, calculations and submittal documents to assure compliance with applicable codes and ordinances including State of California and Daly City Municipal Code requirements; reviews for compliance of health and safety features, proper materials usage, placement on the property, flood, wind and earthquake provisions, sewer, plumbing, mechanical, electrical, energy and building code requirements; reviews plans, calculations and data submitted with plans for compliance; communicates construction and code requirements verbally and in writing to architects, contractors, engineers, developers and the general public; coordinates the review of other City divisions and departments by overseeing the routing of plans and assimilating comments; supervises others in the Division who review plans; approves field changes to construction plans and designs; under direction of the Chief Building Inspector, advises building inspectors on structural and building code questions encountered during construction inspection, interprets codes, ordinances, regulations related to plan checking; researches the history of codes and ordinances when problems of interpretation arise; recommends revisions to the municipal code and assists in its revision; reviews building code alternate requests and recommends denial or approval; prepares reports and correspondence; supervises as needed.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Basic principles of fire and life safety code requirements including use and occupancy, general building limitations, types of construction, fire-resistant materials and construction, fire-protection systems and means of egress; accessibility requirements and regulations; structural engineering including design principles

## JOB SPECIFICATION BUILDING PLANS ENGINEER (PAGE 2)

specifically wind and earthquake requirements, materials requirements including masonry, reinforced concrete, steel and wood design, stress analysis and strength design, principles of soil mechanics and foundation analysis, methods of building construction, applicable codes, ordinances and regulations, and plan review procedures. Individuals must have strong written and verbal communication skills to convey requirements clearly and concisely and strong analytical and critical thinking skills and be able to exercise tact and good judgment in dealing with contractors, design professionals and the public.

**Ability to:** Read and interpret building plans and specifications; perform complex building, plumbing, mechanical and electrical plan review; detect building code violations; interpret and apply provisions of pertinent codes and regulations; prepare accurate and concise reports; make accurate engineering computations and drawings; communicate effectively both verbally and in writing; acquire and demonstrate skill supervising and managing work of others; learn administrative techniques, methods and procedures of personnel management, budget preparation and other skills required to assist in management of the Division; work with, troubleshoot, and assist in developing improvements to computerized Division operation; establish and maintain effectively cooperative working relations with coworkers, the public and employees of other public agencies and private firms interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Three (3) years of full-time professional engineering level work involving structural design, analysis, techniques or engineering plan checking, one year of which involved industrial or commercial structures.

**Education:** A Bachelor's degree, or the equivalent, from a college or university with a major in Civil or Structural Engineering, architecture or closely related field.

**License:** Possession of a valid Class C California Driver's License. Possession of a valid International Conference of Building Officials (ICBO) or International Code Council (ICC) Certification as a Building Plans Examiner. A candidate without this certification may be hired, but must obtain it within one year from date of hire. Registration as a professional Civil or Structural Engineer in the State of California. Certification as an Energy Plans Examiner, for residential and non-residential buildings, is desirable.

R: 02/2007